

# HEARST television inc

## RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Sept 12, 2012	
Station:	KMBC	Drop Down
Sales Region:	LOCAL	Drop Down
Agency:	Media Strategies & Research	
Advertiser:	McCaskill/D/Senate	
Invoice #	947488-1	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 250.00
	Adjustment to Net Billing	\$ 212.50
AE Name:	Jeff Kitzsteiner	
SM Name:	Jeff Hoyt	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

### EXPLANATION (Please explain in detail):

LUR for 9/7 <sup>\$ 250.00</sup>  
1x ET 630p-7p 9/7 LUR Rebate from \$1000 to \$750 Gross/Spot= ~~\$2500~~ gross Adjustment

Revised invoice required? \_\_\_\_\_

### REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: \_\_\_\_\_ by \_\_\_\_\_

Updated 03/15/12